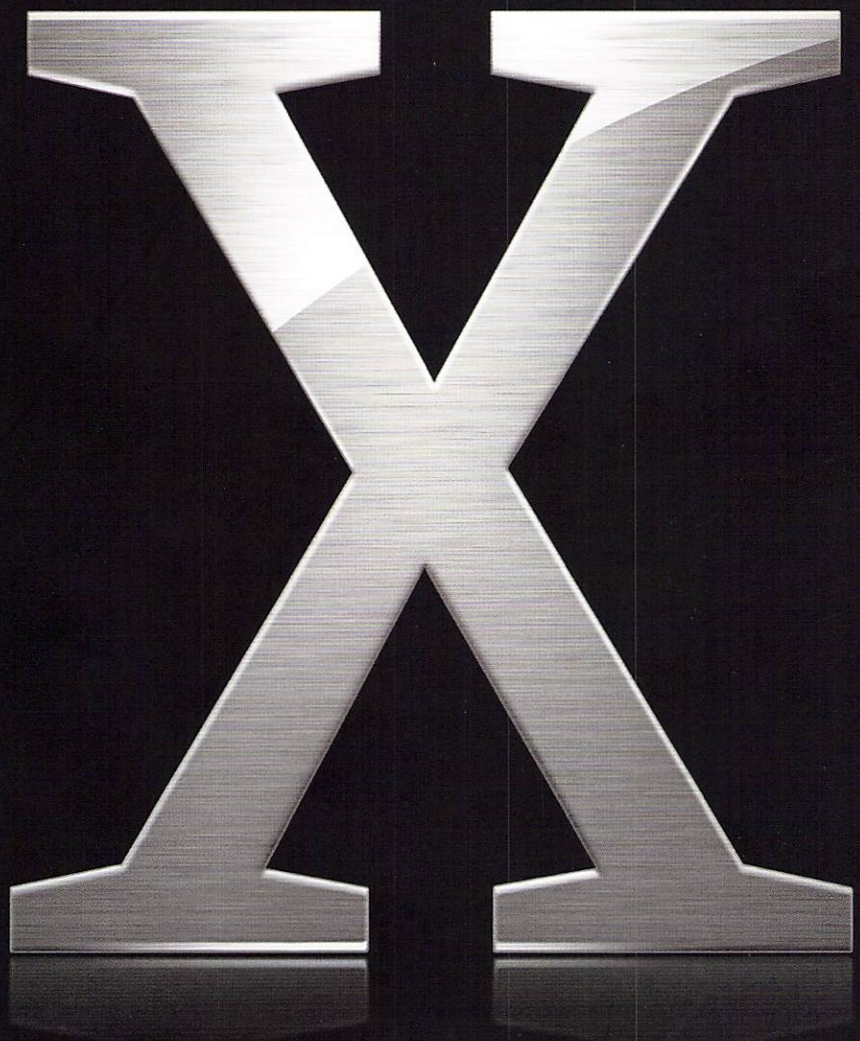
Welcome to Panther

Find out what you can do with
Mac OS X and Mac OS X applications



Welcome to Panther

Find out what you can do with Mac OS X and Mac OS X applications

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Because Apple frequently releases new versions and updates to its software, images shown in this book may be slightly different from what you see on your screen.

Welcome to Panther

Mac OS X works the way you want to work. It's simple, yet powerful, so you can chat with friends, organize your desktop, arrange your photo album, and do ten other things at once, quickly and easily.

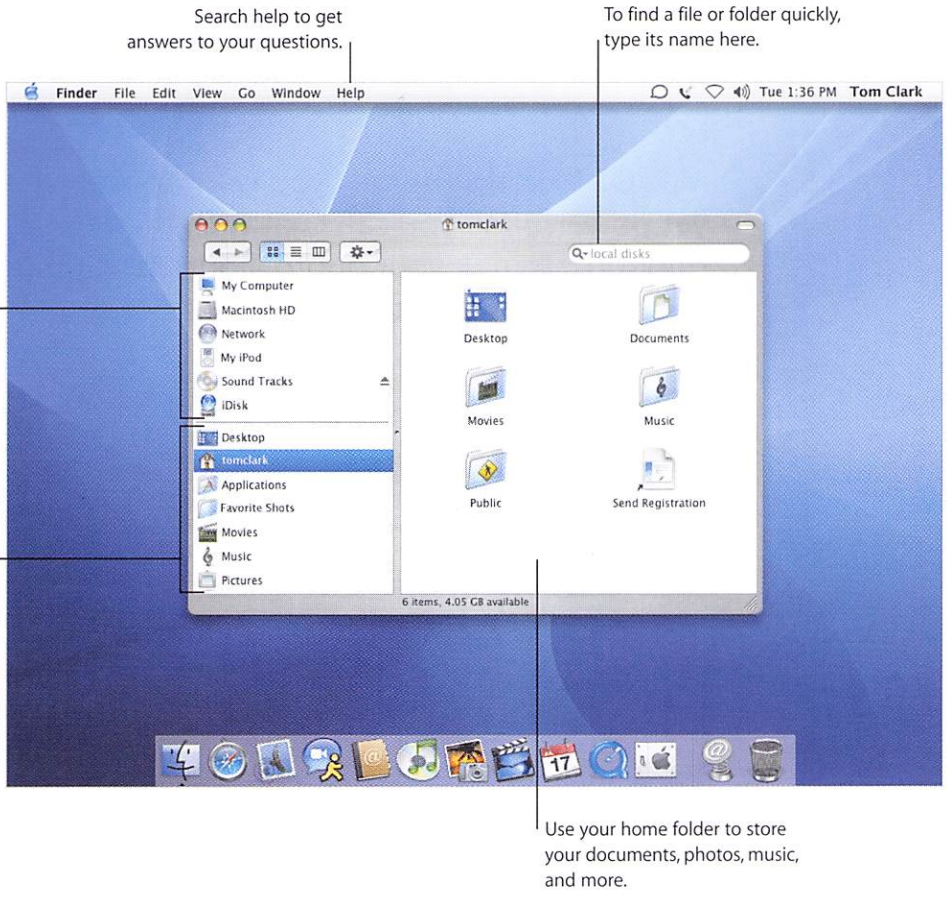
Switch users without quitting your applications.

Quickly access disks, servers, and your favorite folders in Finder windows.

Use iChat AV to video chat with friends and colleagues.

Centered on You

Mac OS X puts you at the center of your computer, making it easy to find your files wherever they are. The column on the left of every Finder window gives you easy access to your iDisk, network, home folder, and other favorite folders.



For more information, search help for:

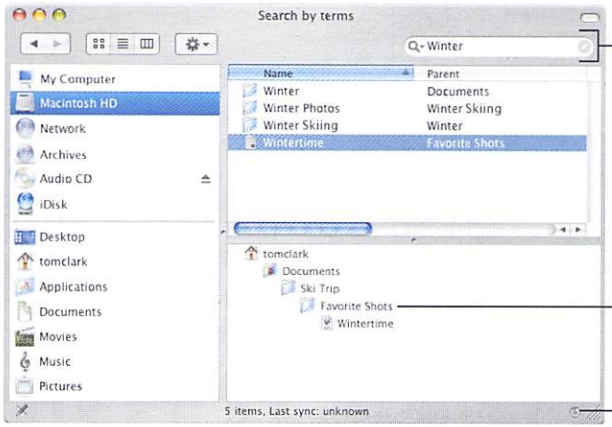
- Using the Finder
- Browsing your network
- Using your home folder
- Opening and saving documents
- Finding your files

Consistently Easy Access

Mac OS X Panther provides the same easy access to locations when you open and save files in applications and when you search for files in the Finder.

Finding files

Finding your files in the Finder is fast and easy. Just type what you're looking for in the search field. As you type, you'll see results immediately.



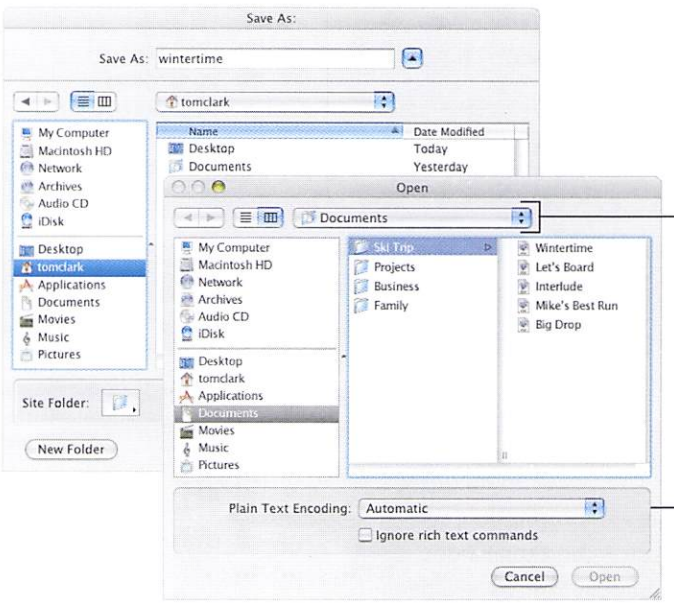
Click the magnifying glass to choose where to search, then type the name of the file you're looking for.

Double-click a file to open it. Double-click a folder to open it in its own Finder window.

Click here to repeat a search.

Opening and saving

The Open and Save dialogs show the same view that you see in the Finder so you can access your iDisk, network, and other favorite folders.

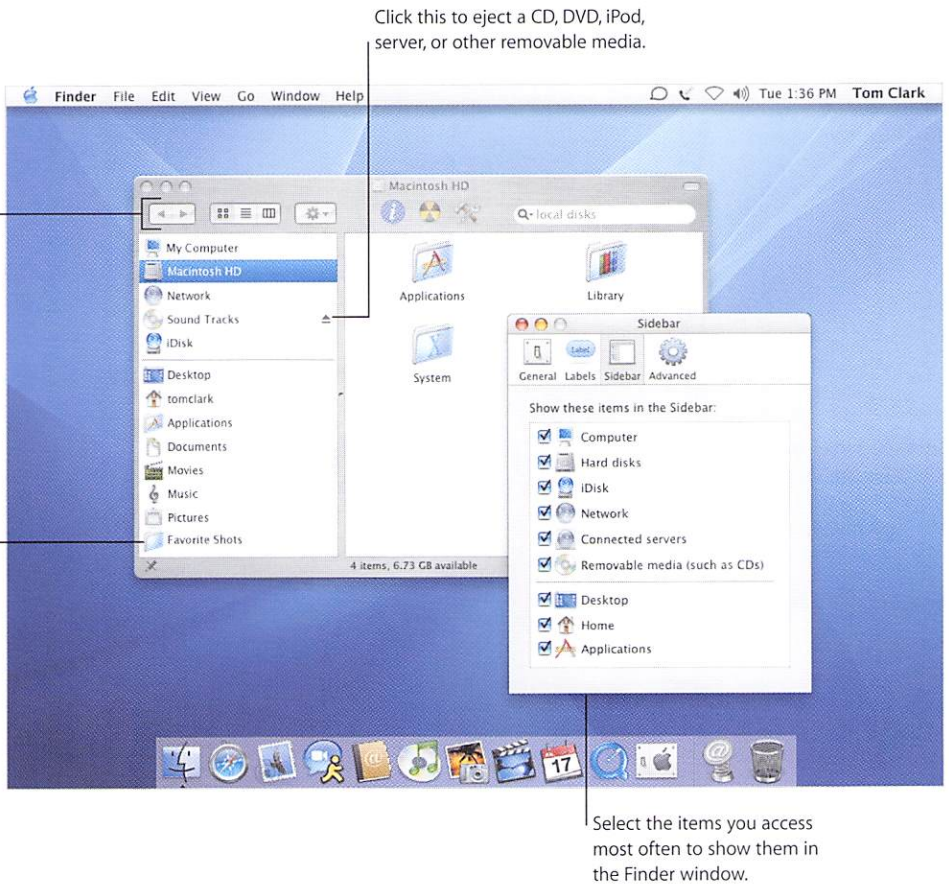


Click the List or Column View buttons to change the view. Choose recently used locations from the pop-up menu or use the back and forward buttons.

Applications may include additional options here.

Customize the Finder

The Finder provides many convenient features to help you work the way you want. You can customize the Finder window to quickly access the files and folders you use the most and the actions you perform most frequently.



For more information, search help for:

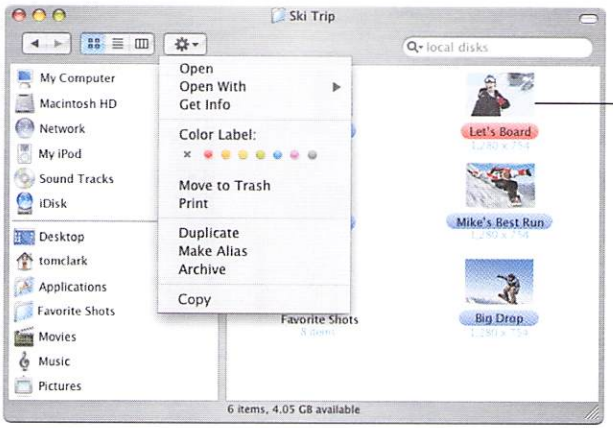
- Customizing the Finder
- Adding items to the Sidebar
- Using your home folder
- Selecting labels

Customize Your Files

Use the Action pop-up menu in the toolbar to assign labels and perform other actions on files. You can customize Finder windows and labels to suit your needs.

Actions

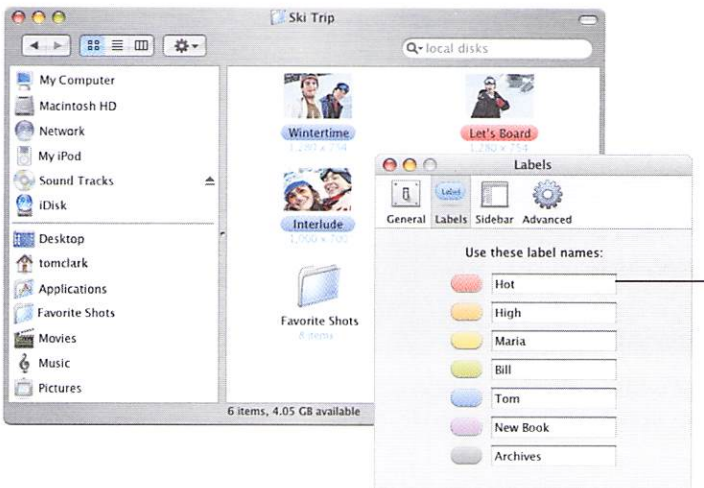
The items in the Action pop-up menu change depending on the item you have selected. When you select a file, you can choose a label for it, compress it, or choose an application to open the file with.



To show preview icons or information about items or change the background color in Finder windows, choose Show View Options from the View menu.

Labels

Labels let you quickly identify important documents. You can specify your own names for labels and search for files by label. You can also see labels in the Open and Save dialogs.



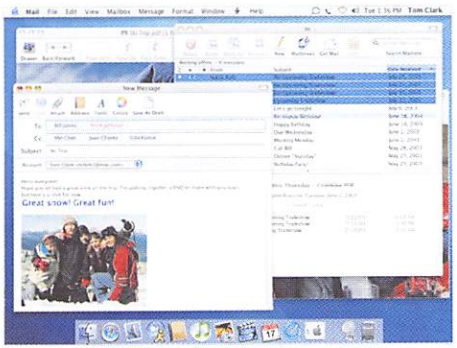
Use the Labels pane in Finder preferences to customize the names of labels.

Easier for You

Mac OS X makes it easier than ever to get your work done, even when you're doing many things at once. When too many windows make it hard to see what you're doing, activate Exposé to clear the clutter with the touch of a key.

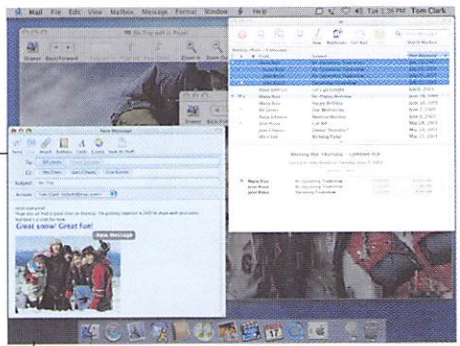
Exposé

Use these shortcuts to see the windows you're working with or your desktop. To change the default Exposé shortcuts or use the screen corners, open System Preferences and click Exposé.



To instantly access all the windows you have open at once, press F9.

When the pointer is over a window, you see the window's title.



To instantly access the windows in the current application, press F10.

To instantly access your desktop, press F11. To see your windows again, press F11 again.

For more information, search help for:

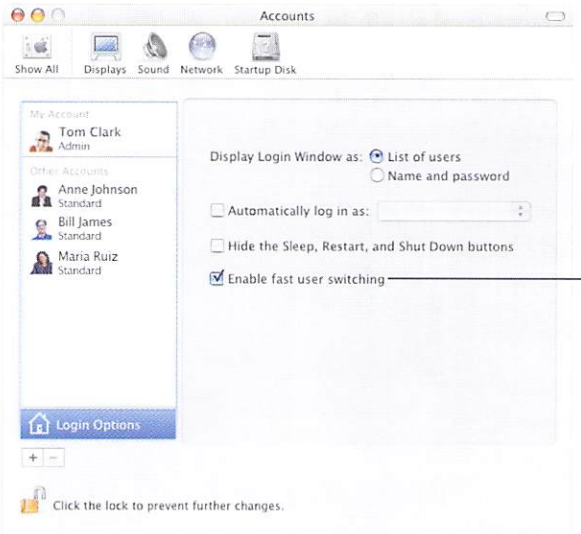
- Customizing Exposé
- Copying items using Exposé
- Switching applications
- Switching to a different user

Fast Switching

Mac OS X makes it easy for several people to share a computer. And Panther lets you quickly switch to another user without quitting the applications you have open.

Setting up

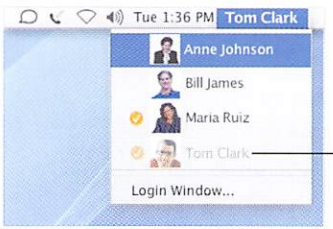
To turn on Fast User Switching, open System Preferences and click Accounts, then click Login Options.



Select this option in the Login Options pane of Accounts preferences.

Switching users

To switch user accounts, choose the user's name from the menu in the top-right of the screen, then enter the user's login password if required.



The checkmark indicates this user is logged in.

Switching

After you enter the password the user's desktop rotates into view.

Stay in Touch

Mac OS X provides many ways to stay in touch with friends, family, and colleagues. iChat AV* and iSight make videoconferencing a snap whether you're discussing business, chatting with friends, or staying in touch with your family.

Instant message a group of .Mac and AIM buddies.
This person is available for an audio chat. Use audio chat instead of calling on the phone.
This person is available for a video chat.
Click to add a new person to your Buddy List and your Address Book.
iChat File Edit View Buddies Audio Format Window Help
Tue 1:36 PM Tom Clark
Buddy List
Tom Clark
Available
Maria Ruiz
Anne Johnson
Bill James
The Clark Family
Juan Chavez
Gita Kumar
Ravi Patel
Instant Messages with Maria Ruiz et al
We should all have lunch
I'm back
Great! Let's get together.
OK
Video Chat with The Clark Family
To see what your buddy is seeing, check the picture-in-picture.
Click here to view your video in full-screen mode.

For more information, search help for:

- Using iChat AV
- Setting up your .Mac account
- Organizing your email
- Addressing your messages

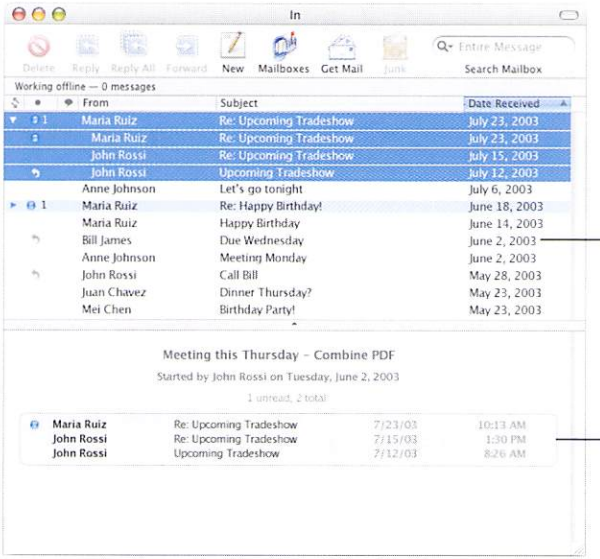
* To use iChat AV, you need a .Mac membership or AIM account.

Say It With Email

Use Mail to send and receive email messages to friends and colleagues. You'll find new ways to organize the messages you receive and address the messages you send.

Keep organized

The Mail viewer lets you group all the messages on the same topic or "thread." Click the first message in a thread to select the entire thread.

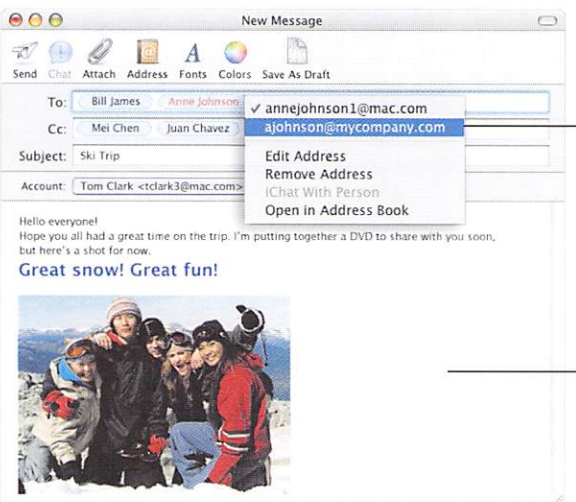


To see if you have replied to a message, look for the ↩ in the status column.

When you select a thread, you'll see a summary of the messages in the thread. Click a message to open it.

Addressing

To enter an address, begin typing the name of a person in your Address Book and Mail will automatically complete the address. To move an address from the To field to the CC field, just drag it. Click an address to edit it, add it to your Address Book, or choose an alternate address.



Many people have more than one email address. Mail can mark addresses so you're sure you are sending messages to the right address.

Use styled text and graphics in your messages.

Stay Mobile

Mac OS X helps you keep up with your important data on any computer connected to the Internet. Files on your iDisk* are always available even when you're not connected to the Internet and synchronized automatically when you are connected.

When you're connected, your iDisk synchronizes automatically so your files are always available.

Keep your documents on your iDisk and work on them anytime.

You can use iSync to synchronize your Address Book contacts, iCal calendars, and Safari bookmarks with the .Mac server.

For more information, search help for:

- Setting up your iDisk
- Synchronizing your data
- Keeping your computer safe
- Turning on FileVault

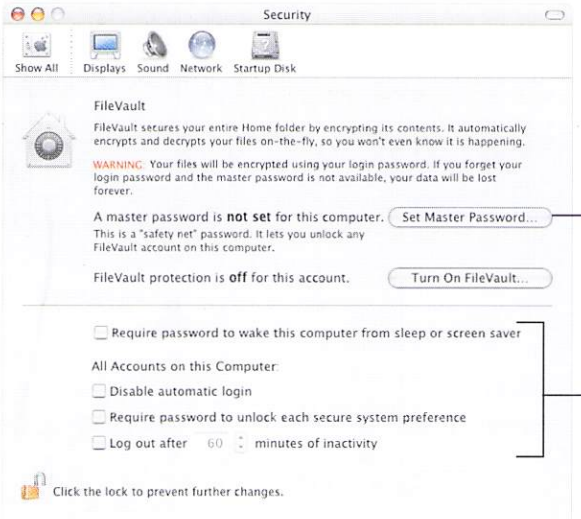
* To use iDisk, you need a .Mac membership.

Peace of Mind

Whether you're on the road or at home, security is important. Turn on FileVault to encrypt your home folder and keep your important data secure.

FileVault

To turn on FileVault, use Security preferences. When you do, you must set a master password. Use Accounts preferences to turn on FileVault for other users on your computer.

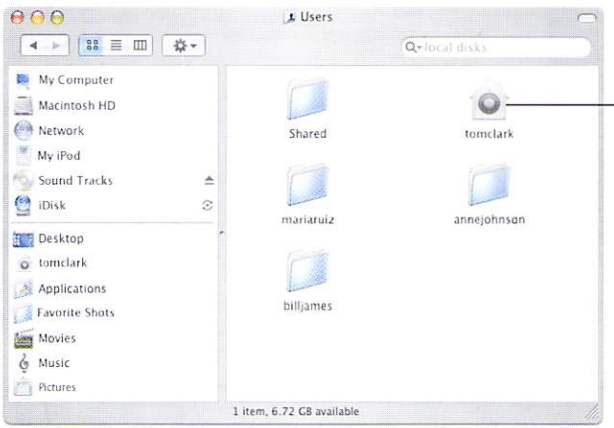

Security
Show All
Displays
Sound
Network
Startup Disk
FileVault
FileVault secures your entire Home folder by encrypting its contents. It automatically encrypts and decrypts your files on-the-fly, so you won't even know it is happening.
WARNING: Your files will be encrypted using your login password. If you forget your login password and the master password is not available, your data will be lost forever.
A master password is not set for this computer.
Set Master Password...
This is a "safety net" password. It lets you unlock any FileVault account on this computer.
FileVault protection is off for this account.
Turn On FileVault...
Require password to wake this computer from sleep or screen saver
All Accounts on this Computer:
Disable automatic login
Require password to unlock each secure system preference
Log out after 60 minutes of inactivity
Click the lock to prevent further changes.

If you forget your login password, the master password lets you access your data. If you forget both passwords, your data is lost forever.

For additional security, select other options to require a password to access your computer.

Protected

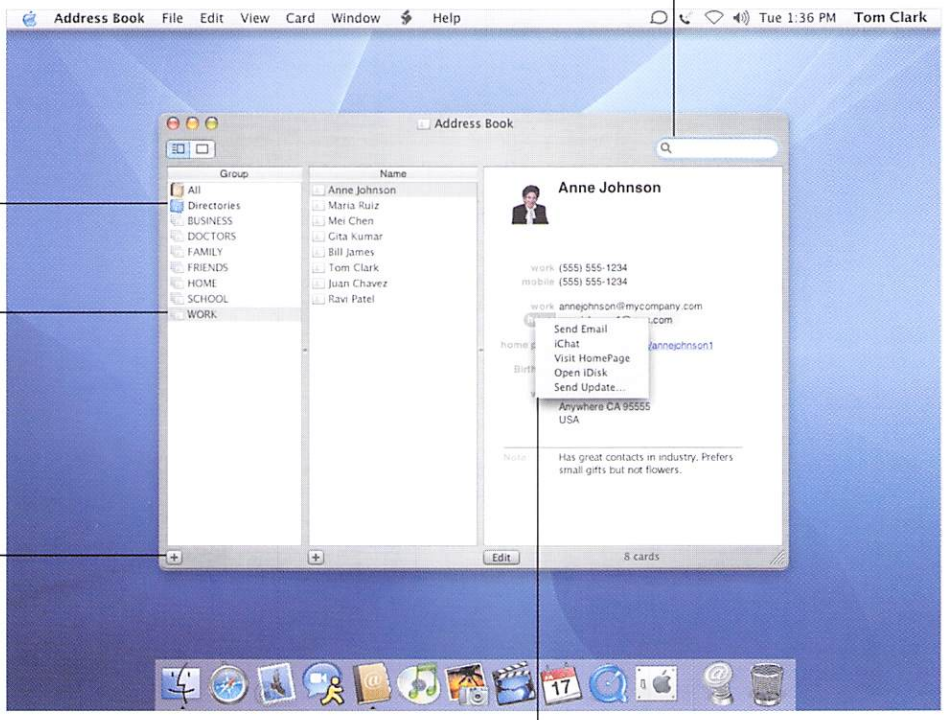
When FileVault is turned on, you work with your files the same way in the Finder and other applications. When you open a file, it is automatically decrypted and ready to use.



The icon for your home folder changes to the FileVault icon to show that it is protected.

Addressing Made Simple

Address Book makes it easy to keep track of your contact information. You can use that information to send email, fax a document, or add a buddy in iChat AV. You can also print your contact list to keep your address book with you.



For more information, search help for:

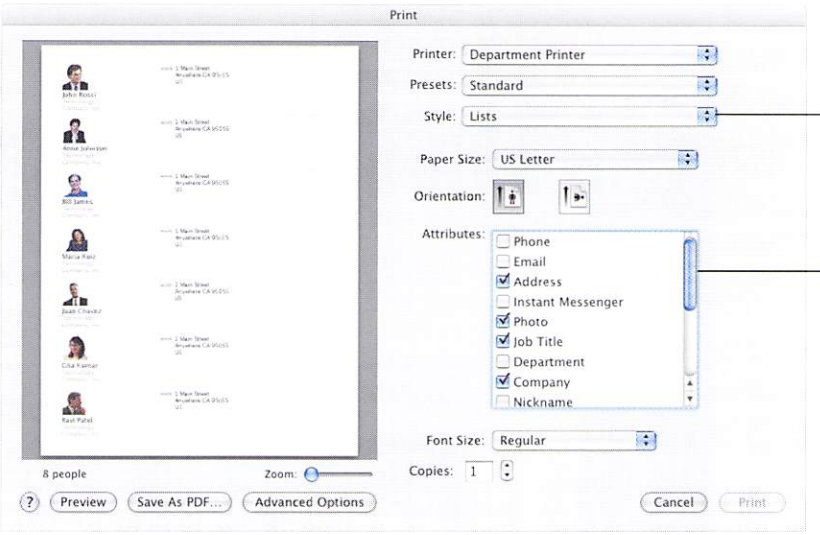
- Using Address Book
- Printing your addresses
- Setting up printers
- Sending and receiving faxes

Printing and Faxing

Print your Address Book information as a list or as mailing labels. The new built-in fax support lets you send faxes using the fax numbers stored in your Address Book.

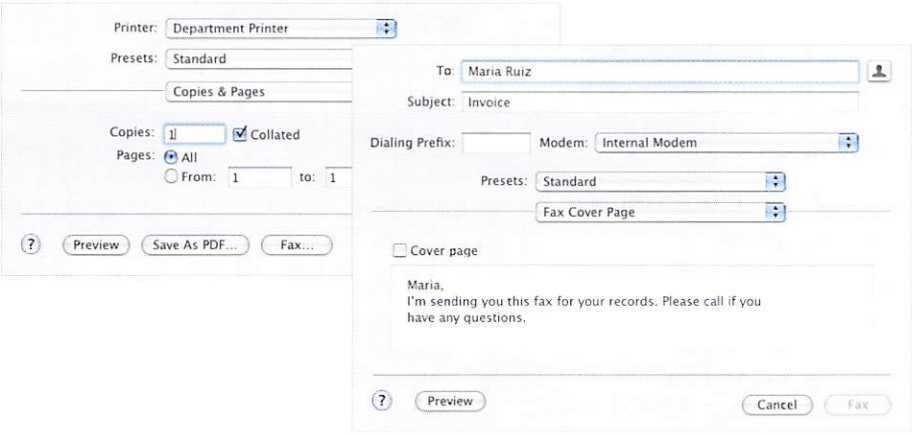
Printing

To keep your personal phone book with you, print the information in your Address Book as a list, including pictures. You can also print mailing labels from your Address Book.



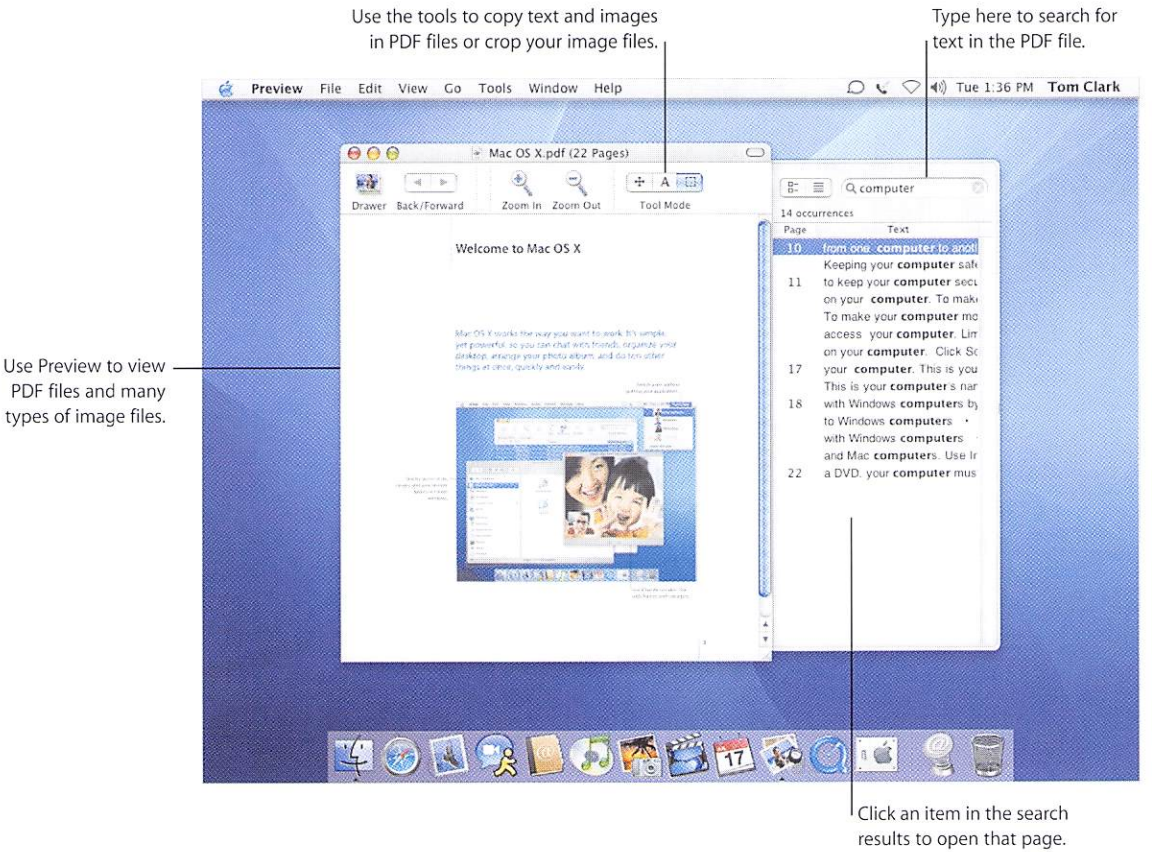
Faxing

You can send faxes to people using their fax number stored in your Address Book. You can also receive faxes and view them in Preview.



Great Views

Preview is the fastest PDF viewer for your Mac. No matter how big the PDF file, you can quickly and easily find just the information you need. Whether you view documents and images on screen or print them from Preview, they always look their best.


Use the tools to copy text and images in PDF files or crop your image files.
Type here to search for text in the PDF file.
Use Preview to view PDF files and many types of image files.
Click an item in the search results to open that page.
Preview File Edit View Go Tools Window Help
Tue 1:36 PM Tom Clark
Mac OS X.pdf (22 Pages)
Drawer Back/Forward Zoom In Zoom Out Tool Mode
Welcome to Mac OS X
computer
14 occurrences
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access your computer. Lim
on your computer. Click Sc
17 your computer. This is you
This is your computer's nar
18 with Windows computers by
to Windows computers
with Windows computers
and Mac computers. Use Ir
22 a DVD, your computer mus

For more information, search help for:

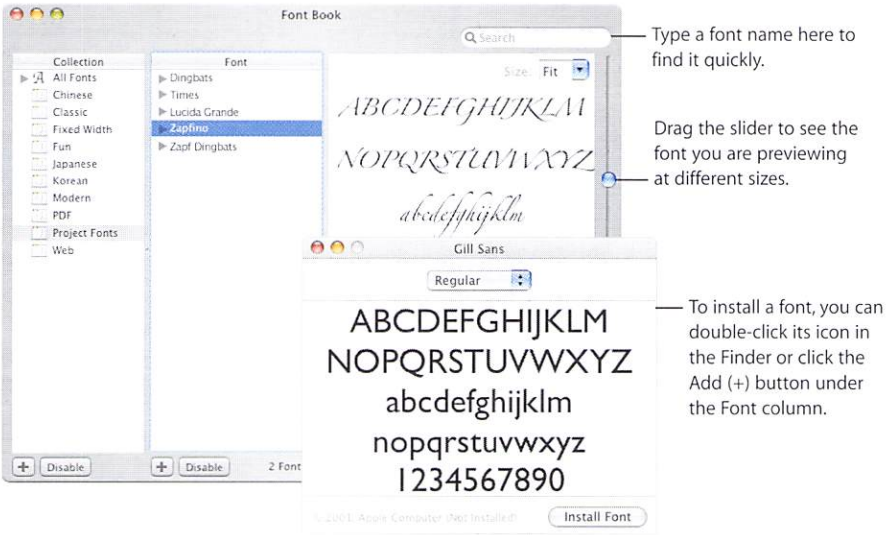
- Using Preview
- Selecting fonts to use in documents
- Creating font collections
- Setting typographical options

Great Fonts

Mac OS X includes an outstanding collection of fonts for you to use. Font Book and the Font panel make it easy to install, preview, and manage all your fonts.

Font Book

Use Font Book to install, preview, and organize fonts. To organize fonts, create a collection and drag fonts to it. If you don't want to see a font in the Font panel, select it and click Disable.



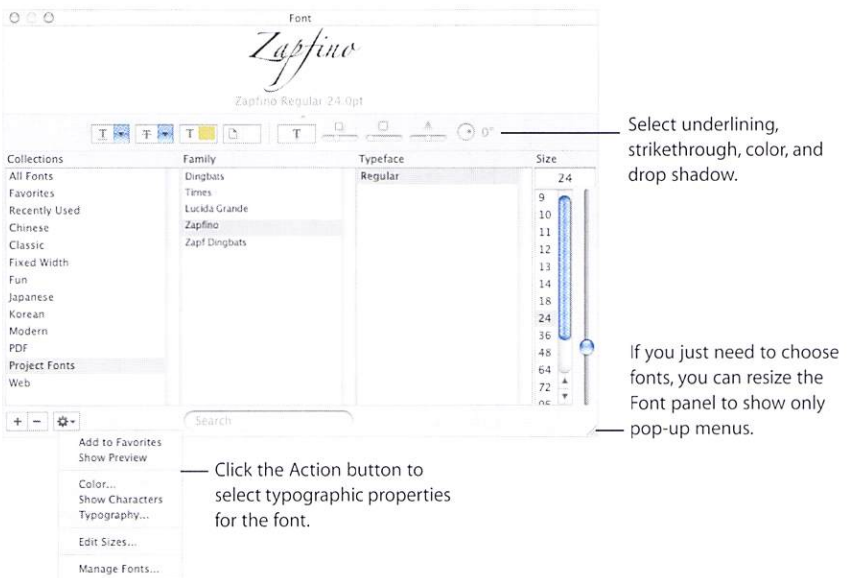
Type a font name here to find it quickly.

Drag the slider to see the font you are previewing at different sizes.

To install a font, you can double-click its icon in the Finder or click the Add (+) button under the Font column.

Font panel

When you work on a document, use the Font panel to select fonts, styles, and typographical features of the font. You can access the same collections you created in Font Book. You can also create new collections or add fonts to the Favorites collection.



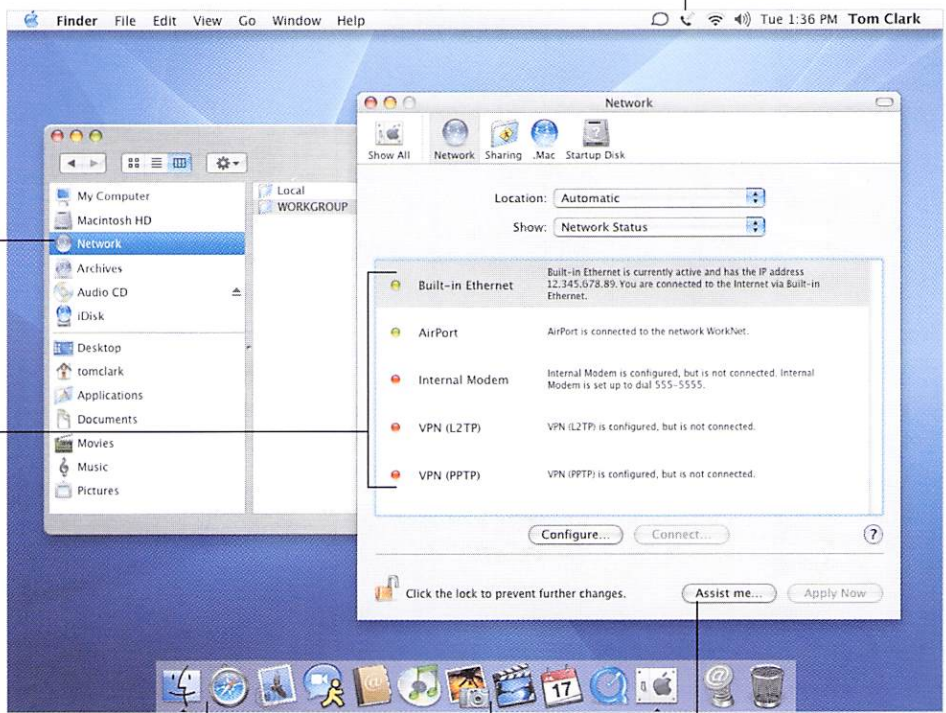
Select underlining, strikethrough, color, and drop shadow.

If you just need to choose fonts, you can resize the Font panel to show only pop-up menus.

Click the Action button to select typographic properties for the font.

Getting Connected

Mac OS X makes it easy to connect to your network or the Internet. Once you're connected, applications like Safari, iChat AV, and iTunes make using the Internet more productive and fun.



For more information, search help for:

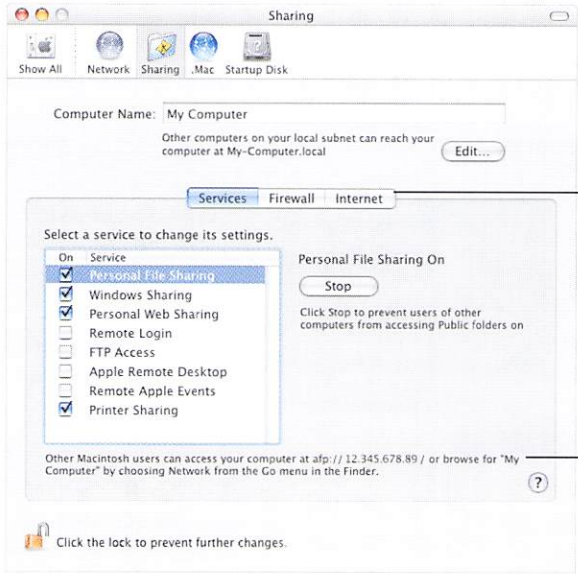
- Getting connected
- Sharing your files
- Searching the Internet
- Exploring the Internet

Sharing and Surfing

Sharing your files, folders, or Internet connection is easy and secure. Safari is the fastest and easiest-to-use web browser for the Mac.

Sharing

Use Sharing preferences to turn on the network services that fit your needs, including sharing with Windows computers and the Internet. Separate your network from the outside world using Personal Firewall protection.



Click these buttons to share your Internet connection with other computers on your network and turn on Personal Firewall protection.

The address to access a service appears here.

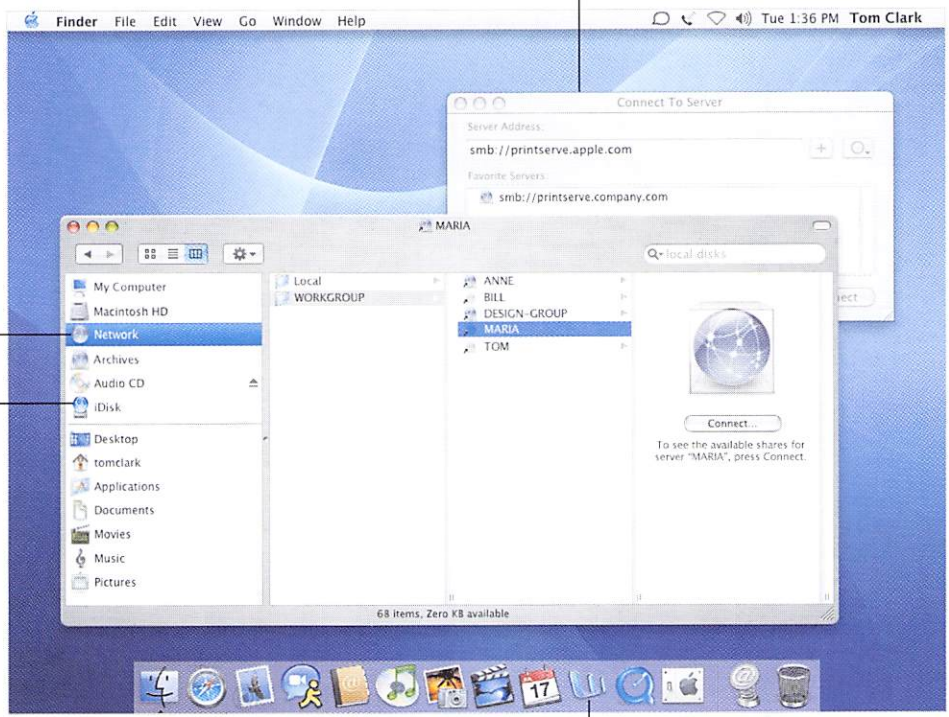
Safari

Safari displays webpages fast. Finding websites is a snap using the built-in Google search box. Click the Add Bookmark (+) button to bookmark a webpage. Tabbed browsing lets you open several webpages in the same window.

Use SnapBack buttons to return to your starting webpage or your Google search results.

Works With Windows

Mac OS X fits seamlessly into Windows networks so you can share documents and printers. You can establish a secure connection to a Windows network over the Internet and access Microsoft Exchange servers.



For more information, search help for:

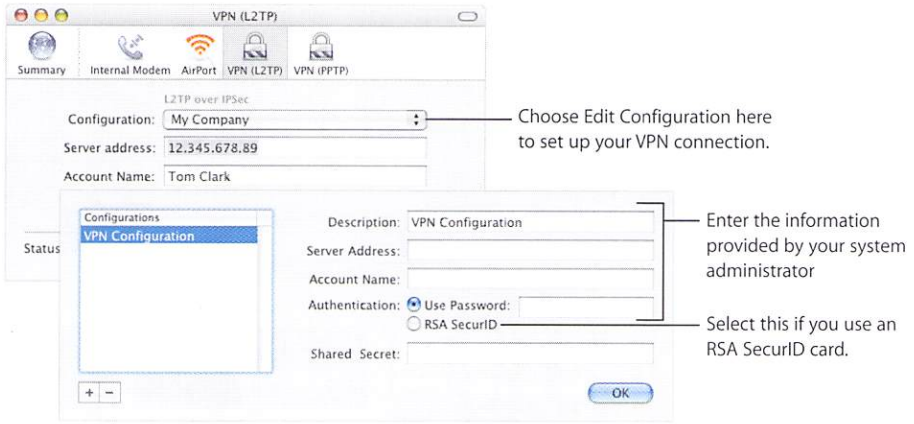
- Connecting to Windows computers
- Sharing your files with Windows computers
- Connecting using VPN
- Opening and saving documents

Connects to Windows

Use Internet Connect to establish remote VPN connections to corporate Windows and Cisco networks. Use Mail and Address Book with Microsoft Exchange mail services.

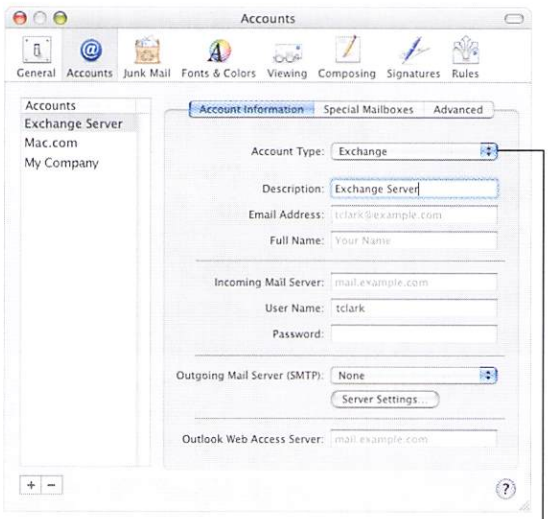
VPN

In Internet Connect, choose New VPN Connection from the File menu, then select L2TP over IPSec. This is the same standard used by Windows networks.



Exchange services

Mail and Address Book work with Microsoft Exchange servers so you can access the same addresses available on an Exchange server.



Make the Most of iLife

More and more, we use digital devices to capture the moments of our lives. iLife makes it easy to pick the highlights, put them together the way you want them, and share them with others.

Create your own movies using iMovie and your digital video camera.

Purchase music from the iTunes Music Store.*

Create playlists to organize your music.

Turn your photos into a slideshow complete with music from iTunes.

Order prints or an album, share your photos using .Mac, or show them on your desktop.*

For more information, search help for:

- Using iTunes to purchase music
- Creating a slideshow with iPhoto
- Making movies with iMovie
- Producing your own DVDs

*The iTunes Music Store and some iPhoto services may not be available in your country. To use some iPhoto services, you need a .Mac membership.

Pictures and Movies

iPhoto and iMovie let you capture your digital photos and movies, then create interesting presentations and movies with them.

iPhoto

Create albums to organize your pictures in iPhoto. To get your pictures ready to share with others, you can clean them up and crop them to a different size.

Drag to select an area to work on or crop, or choose the standard size from the Constrain pop-up menu.

Touch up your photo and zoom in to see the details.

iMovie

Use iMovie to bring together your movies, pictures, and music. You can add effects, titles, and transitions to complete the experience.

Add pan and zoom motion to still photos using the Ken Burns Effect.

Use the iMedia browsers to add movie clips, photos, and music, or prepare to burn your own DVD.

Drag scenes or transitions to the timeline, then drag to arrange them.

Make Your Own Music

GarageBand turns your Mac into a recording studio packed with hundreds of instruments to create, perform, and record your own music.

GarageBand

Create songs using built-in instruments, Apple Loops, and recordings of real instruments. Add your original music to your slideshows or DVD menus, burn it to CDs, or use it for the score of an iMovie project.

GarageBand gives you complete control of your tracks so you can achieve just the right sound.

Use an Apple Loop to start creating your very first song.

Produce Your Own DVDs

Use iDVD* to produce DVDs to share the movies and slideshows you create with your friends and family.

iDVD

Choose a movie or photo album to start your DVD. Then create custom DVD menus to browse your creation. When you're ready, burn a DVD.

Click here to burn your DVD.

Create custom DVD menus using your movies, music, and photos.

Create a slideshow using an iPhoto album and music from iTunes.

* To burn a DVD, your computer must have a SuperDrive. iDVD may not be installed on your computer.

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